

Asheville Civil Service Board
January 11, 2013 8 a.m.
HR Training Room on Sixth Floor of City Hall

Present Board: Larry Harris, Virginia Robinson, Jacquelyn Hallum, Marv Rosen and Alan Coxie.
Staff: Kelley Dickens and Adam Diaz
Guests: Patsy Brison (Board Counsel)

I. Welcome

Larry Harris calls meeting to order at 8:00 a.m..

II. Approval of December Minutes

The Board has no comments on the December minutes.

Alan Coxie motioned to approve the December minutes. Virginia Robinsons seconded. The motion carried unanimously.

III. Civil Service Board Rules and Procedure Changes

Patsy Brison provided copies of the most recent draft for the Board. A few changes were requested during the December Civil Service Board meeting. Patsy reviewed those changes for the Board.

- Section A
 - Language was added to reflect the Board's grievance authority and other duties prescribed by the Civil Service Law
- Section H.10
 - This section was revised using language from the Civil Service Law
 - Patsy researched the procedures for a tie vote. She could not find any information regarding tie votes in the Civil Service Law or in the City Codes so Patsy removed the tie vote language from this section.
 - Under Robert's Rules, the default standard if no provisions are provided, a motion fails with a tie vote. Other appropriate motions can be made at that time.
- Patsy created the cover memorandum as requested during the December meeting to provide documented explanations for all changes.

Marv Rosen asked if the Civil Service Law prohibits the Board from giving recommendations in a grievance hearing once they determine the City's actions were unjustified.

- Larry Harris said the statutes do not allow the Civil Service Board to tell the City what discipline to impose. The Board can only approve or disapprove the actions taken.
- Patsy added the only order the Board can impose is an order directing the City to take such steps, as the City deems necessary, for a just conclusion of the matter.

Alan Coxie asked if Patsy noticed anything else she thought should be changed.

- Patsy reviewed her suggested revisions in the December meeting which were based on the Civil Service Law, Board discussions, and cases heard by the Board

The memorandum provided by Patsy explains each change made to the Rules of Procedures document.

Alan Coxie moves to adopt the Civil Service Board Rules of Procedures revisions as documented in Patsy Brison's memorandum dated January 8, 2013. Jacquelyn Hallum seconded. The motion carried unanimously.

The next step is to seek approval from City Council. Human Resources will prepare a Staff Report including Patsy Brison's memorandum. The Staff Report will indicate the Board is updating the Rules of Procedures due to them being out of date. Human Resources will notify

the Board once the Staff Report is added to a Council agenda. Who, if anyone, needed to appear in front of Council will be communicated as well.

IV. Other Business

Human Resources is finalizing mid-year reporting. Kelley Dickens may be able to share that information in February.

V. Adjourn

Larry Harris adjourned at 8:23 am